

Military Technician Personnel
ARIZONA NATIONAL GUARD INCENTIVE AWARDS PLAN

This Plan is applicable to the National Guard of Arizona. Any previous guidance pertaining to the Technician Incentive Awards Program is hereby rescinded. Supplementation of this Plan is not authorized.

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Distribution:
A, B, C

REFERENCES: (a) Chapter 45 of Title 5 U.S.C.
(b) Public Law 96-527, 15 Dec 80
(c) Technician Personnel Regulation (TPR) 451 dated 28 Feb 83

1. **GENERAL INFORMATION:** The National Guard Incentive Awards Program is designed to motivate technicians and active military members of the National Guard to increase productivity and creativity and to achieve greater efficiency, economy and improvement of operations. It provides a method for rewarding those whose job performance and ideas are substantially above normal job requirements and performance standards. The Incentive Awards Program will be endorsed and vigorously supported by all levels of management, and will be administered entirely on the basis of merit without regard to age, sex, race, color, religion, national origin, marital status, or physical or mental handicap. Supervisors/Managers will use discretion when making recommendations for awards to maintain the integrity of the program.

2. **PROGRAM RESPONSIBILITIES:**

a. The Chief, National Guard Bureau is responsible for the overall administration, improvement, and evaluation of the National Guard Incentive Awards Program. This responsibility has been delegated to the Office of Human Resources (NGB-HR).

b. The Adjutant General is responsible for: (1) assuring compliance with program requirements, and (2) promoting and supporting the Incentive Awards Program.

c. The Human Resources Office is delegated responsibility for:

- (1) Administering and publicizing the Incentive Awards Program.
- (2) Providing advice, assistance, and training to supervisors on effective use and participation in the program.
- (3) Providing training and orientation to all technicians and military members on how they may earn awards.
- (4) Designating an HRO staff member (excluding clerical staff) as the Program Manager (Executive Secretary) of the State Incentive Awards Program.
- (5) Preparing required reports.

d. Supervisors are responsible for:

- (1) Providing support for and participating in the Incentive Awards Program.
- (2) Exercising care in considering award recognition. Although there should be a linkage between the performance appraisal and performance recognition, this does not mean awards will be automatic for a technician whose performance meets the eligibility for an incentive award.
- (3) Determining what type of recognition will best motivate the technician to greater productivity, by matching recognition to performance; e.g., granting within-grade increases; selecting for promotion; giving cash awards for special acts; recommending an SSP or QSI; or granting honorary awards, commendations, or letters of appreciation.
- (4) Ensuring that awards for special acts or services are recognized immediately, and that all award presentations are conducted in a timely manner.
- (5) Ensuring that program or operational areas where superior work results may warrant consideration for awards, are identified by the normal management review and control processes.

e. HRO Program Manager will:

- (1) Assist the Adjutant General in the establishment of the State Incentive Awards Program.
- (2) Ensure that technicians and active military members are kept informed regarding their participation in the Incentive Awards Program.
- (3) Determine requirements for technical evaluations of suggestions and ensure evaluation within prescribed time limits.
- (4) Refer those suggestions that appear to be inventions for patent investigations.
- (5) Ensure that all suggestions and nominations meet eligibility requirements.
- (6) Ensure an exchange of information throughout the National Guard and other Federal agencies when adopted suggestions may have wider application.
- (7) Obtain necessary coordination on nominations for cash awards.
- (8) Arrange for payment and presentation of awards and ensure appropriate publicity.
- (9) Evaluate the total Incentive Awards Program, and develop feedback to management, technicians, and active military members.

f. Air Commanders and Army Chief of Staff will:

- (1) Develop and follow a fair, merit based plan for nominating individuals for Sustained Superior Performance cash awards.
- (2) Review and recommend nominations for cash and honorary awards.
- (3) Assist the Program Manager in review of suggestions and requests for reconsideration of disapproved suggestions.
- (4) Consider a supervisor's effective use of the awards program when considering them for superior performance awards, letters of commendation, or other appropriate recognition.
- (5) Review program results to assure that all awards are granted equitably and on the basis of merit.
- (6) Ensure that all award presentations are conducted in a timely manner.

3. **SUGGESTIONS:**

a. **Requirements.** A suggestion must meet the following requirements:

- (1) Be submitted in writing before or within 90 days after the date the suggestion is adopted.
- (2) Involve a proposal that is original to the National Guard as a whole.
- (3) Not substantially duplicate a suggestion already under consideration or a suggestion for which the ownership rights have not expired.
- (4) Is outside the suggester's job responsibilities or, if within, are so superior that it warrants special recognition.

b. **Submitting Suggestions.**

- (1) Suggestions will be submitted on NGB Form 6 in legible handwriting or typewritten. The suggester must give an outline of the specific area for improvement, state the potential workable solution in detail, and give the benefits that can be expected. More than one solution may exist, but the suggester should cite enough potential benefits to warrant a change.
- (2) All information available to the suggester (stock number, form title, numbers of parts, type of aircraft, address of OPR if known, photographs, sketches, drawings, blueprints, mockups, etc.) must be listed on NGB Form 6 with originals attached. The suggester must ensure that classified material is properly controlled.

(3) If the suggestion pertains to matters under the jurisdiction of the suggester's supervisor, the suggester may give the suggestion to the supervisor for review and discussion and forwarding to the HRO. Although optional, this means of submission is widely encouraged for its mutual benefit to the suggester and the supervisor. If the suggester does not elect to use supervisory channels, the suggestion may be forwarded directly to the HRO.

c. Evaluation Procedures.

(1) Each suggestion received by the HRO will be checked against current award files for duplication. The NGB Form 6 will be assigned an NGB control number. The HRO will ensure that each suggestion is signed and notification of receipt is sent to the suggester. If a suggestion is incomplete or not considered eligible, it will be returned to the suggester with an appropriate explanation.

(2) Suggestions that are accepted will be processed as follows:

(a) When a suggestion is forwarded to the HRO for processing, it is assigned an NGB control number and forwarded to a local evaluator for evaluation. The local evaluator will use an NGB Form 7 to formally evaluate the suggestion. When a suggestion is within the authority of the local evaluator to adopt and is considered useful and practicable, the NGB Form 7 will state how and when the suggestion could be placed into operation and an estimate of the annual savings and benefits, together with an explanation of the method used in making the determination. The local OPR will evaluate tangible and /or intangible benefits in accordance with TPR 451 appendixes A and B. The local OPR will return the suggestion to the HRO with recommendation as to the level of adoption. When the suggestion is recommended for implementation beyond the local level, the HRO will forward the original suggestion to NGB-HR for processing.

(b) When the suggestion is not within the authority of the local evaluator to adopt and is considered useful and practical, the NGB Form 7 will be forwarded to the HRO who will forward the suggestion to NGB-HR for processing.

(c) A suggestion that is not considered useful or practical may be rejected at any level. The HRO, in coordination with the local OPR, should not forward suggestions to NGB-HR unless they are considered to be fully useful and beneficial improvements. If the evaluator is uncertain of the suggestion's value, the suggestion should be returned to the HRO for further action. If the suggestion is not recommended for adoption, the local OPR will return the suggestion to the HRO with an appropriate explanation.

(d) When a suggestion is determined by the local OPR to require modification or updating of aircraft, systems, or equipment, it must be converted to the appropriate format and processed as a modification request/equipment improvement recommendation and be submitted through appropriate channels. (References TM 38-750, ANGI 38-401, DODI 5000-2, Chapter 9, and AF Supplements 1 & 2) Once the local OPR makes such a determination, that office holds the suggestion in abeyance until that channel of processing is complete. A suggestion may not be processed under the provisions of this regulation until final approval of the modification or updating change is received and documented as to date and method of implementation and benefits to be derived. To facilitate finalization of the suggestion and ensure proper credit for any resulting changes, the modification request/equipment improvement recommendation should state: "This action is the result of Suggestion (identifying symbol and number, date, and name of suggester)."

(e) Suggestions sent to NGB will be forwarded to the NGB Office of Primary Responsibility (OPR) for investigation, evaluation, and recommendation regarding adoption or non-adoption. When an evaluation cannot be completed within 45 work days after receipt of the suggestion, NGB will inform the HRO of its status, and furnish subsequent progress reports including reason(s) for any extended evaluations. The HRO will then notify the suggester of its status, and forward progress reports to the suggester. The NGB OPR will review the suggestions for duplication of those currently under consideration or others received during the previous year.

(f) States will be informed of the status of the suggestion and notified of any extended delays. Once an evaluation is completed, states will be advised of the approval or disapproval of the suggestion along with a copy of the evaluation. Approvals will also include cash award information, if appropriate.

d. **Request for Reconsideration.** A suggester may submit a request to the HRO for further consideration of a disapproved suggestion, if the suggester provides additional material, information designed to clarify significant issues, and findings that an adopted suggestion has a wider application than was originally determined, etc.

e. **Authority to Grant Awards.**

(1) The Adjutant General may approve cash awards up to the including \$3,000 for locally adopted suggestions resulting in tangible/intangible benefits or a combination of both. These awards will be reviewed by the HRO for mathematical accuracy and compliance with this regulation. Cash awards for locally adopted suggestions in excess of \$3,000 will be sent to NGB-HR with a recommendation for the additional award. Awards for approved suggestions that have received technical evaluation beyond the State level will be returned to the HRO by NGB-HR with authority for full payment. All cash awards for suggestions will be processed on an NGB Form 50.

(2) The amount of a cash award approved by the Adjutant General must be determined based on the benefits derived. The total amount of a cash award to a group may not exceed the total award. If individuals in the group made a substantially equal contribution, each will receive an equal share of the award. If their contributions differ significantly, each receives a share proportionate to their contribution to the suggestion. When submitting a group suggestion, the suggester should indicate on the NGB Form 6 the sharing ratio for any cash award that might result.

(3) The Chief, National Guard Bureau, is authorized to approve cash awards up to and including \$10,000 (individual or group), inclusive of awards granted at the State level, for suggestions resulting in tangible/intangible benefits or a combination of both.

(4) NGB-HR will forward recommendations for cash awards in excess of \$10,000 through the appropriate military service Secretary for submission to the Office of Personnel Management for technicians and to the Secretary of the service concerned for active military members of the National Guard.

f. **Award for Tangible Benefits.** A cash award for tangible benefits is granted on the basis of actual or estimated savings during the first full year of operation. (See TPR 451 Appendix A) An adopted suggestion with less than \$250 in benefits will be recognized with a letter of appreciation.

g. **Award for Intangible Benefits.** By their very nature, awards in this category are recommended on the basis of judgment factor rather than precise facts or calculations. Therefore, it is important that suggestions be reviewed in light of their intrinsic merit and all relevant precedents, and that adoption of suggestions and approval of cash awards be fair and as consistent as possible. (See TPR 451 Appendix B)

h. **Ownership Rights of Suggester.** The suggester retains "ownership" of an idea during its evaluation and for 1 year after the date of the final action (date of approval of an award or written notification of non-adoption).

4. **INVENTIONS:**

a. **Processing Inventions.** Inventions are a new and useful process, machine, or other item that may be patentable under the patent laws of the United States. If adopted, inventions submitted as suggestions, or in connection with scientific achievements, are eligible for cash awards. By law, if an invention is published or used publicly, or an article embodying it is sold or is placed on sale more than 1 year before

filing of a patent application in the U. S. Patent and Trademark Office, a U. S. Letters Patent may not be granted. Therefore, to protect the rights of the Government and the inventor, any suggestion or other contribution that appears to be an invention must be promptly sent to NGB-HR for review and processing. NGB-HR will forward the suggestion, or scientific achievement that incorporates the invention, to the Patents Division of the Departments of the Army or the Air Force Judge Advocate General.

b. Invention Awards.

(1) The Judge Advocate General's office will determine whether the contribution is an invention, what the inventor's rights are, and whether they will process the invention for patenting. After processing, the invention will be returned to NGB-HR with the following considerations:

(a) An award of \$100.00 in addition to any award that might have been paid for the suggestion or scientific achievement to the inventor and, if applicable, to each joint inventor following a determination that the invention was made under circumstances that give the Government at least a license under the invention pursuant to the provisions of E.O. 10096, and the inventor voluntarily consents to the granting of at least a nonexclusive irrevocable and royalty-free license in the invention to the Government with power to grant licenses for all Governmental purposes.

(b) An award of \$300.00 (to be shared equally when the invention is made by joint inventors) upon the issuance of a patent.

(2) Upon notification from the appropriate Judge Advocate General office that an invention has been approved for implementation, NGB-HR will notify the HRO to arrange for payment of a cash award based on benefits to the Government. When an invention award is paid, the inventor must complete the required forms acknowledging the payment of the award. When the inventor accepts an award based upon the approved invention, the acceptance will constitute waiver of any claim against the Government. Cash awards for inventions will be processed on an NGB Form 50.

5. SPECIAL ACT OR SERVICE AWARDS:

a. **General:** A special act or service award is a monetary award in recognition of an act of heroism, or similar one-time special act, service, or scientific achievement that contributes to the efficiency, economy, or other improvement of Government operations or is otherwise in the public interest. The act, service, or scientific achievement may or may not involve measurable monetary benefits and may include an individual or group of individuals. **Active military members** may only receive a special act or service award for scientific achievements.

b. Award Processing:

(1) A supervisor (technician/military) having a direct knowledge of the special act or service should initiate the nomination immediately on an NGB Form 32 (appendix C) and forward it to the respective Program Manager for approval: ARNG Chief of Staff; ANG Executive Staff Officer (ESSO); 162FW Commander; 161ARW Commander; 107ACS Commander; or Human Resources Officer. All nominations must be submitted within 20 calendar days after the special act or service. Awards will be computed in accordance with appendixes A and B. Recommendations for awards in excess of \$10,000 require approval of the Office of Personnel Management.

(2) Approved NGB Form 32 (indicating \$ amount of the award) and narrative justification will be forwarded to the HRO for payment. The HRO will process the award for payment on an SF-50 (Notification of Personnel Action). The HRO will return the employee's copy of the SF-50, copy of narrative justification and the award certificate (NGB Form 50) to the supervisor for presentation to the employee. Documentation in support of Special Act Awards will be filed in the Employee Performance File maintained in the HRO.

6. ON-THE-SPOT CASH AWARDS: An On-the-Spot cash award is a special act or service award granted in recognition of a technician's performance of duty. Award amounts may range from \$25-\$250. Policy guidance on the On-the-Spot Award program is contained in Appendix D.

7. SUSTAINED SUPERIOR PERFORMANCE:

a. **Purpose:** An SSP is a monetary award in recognition of significant superior performance of duties and responsibilities which clearly exceed the technician's assigned position requirements.

b. **Eligibility:**

(1) Sustained superior performance on which the award is based must have been maintained for at least 6 months in the same job and grade level. Award eligibility will not be affected by position changes occurring after the period of time covered by the recommendation. A technician may not be awarded an SSP if an SSP or QSI was processed with an effective date anytime during the previous 24 months. No portion of first year of employment (i.e. trial/probationary period) will be used as eligibility for an SSP.

(2) Supervisors/managers must justify the cash award (SSP) in specific detail. Justification may be provided in narrative or bullet form, but must be specific enough to clearly show, on impartial review, performance that exceeds the "MS" (meets standards) level.

c. **Procedures and Approval Authority:** The technician's immediate supervisor is responsible for initiating the nomination, using NGB Form 32, and for providing required justification. After review, approval and final determination of award amount by respective Commander (Air) or Chief of Staff (Army), it will be forwarded to the Adjutant General for approval and forwarding to the HRO. The HRO will complete final processing for payment of the award. Employee copy of SF-50 (Notification of Personnel Action), Award Certificate (NGB Form 51), and copy of award justification will be forwarded to the immediate supervisor for presentation to the employee. If disapproved, the nomination will be returned through supervisory channels to the nominating official with a suitable explanation.

d. **Amount of Award:** Technicians may be awarded no more than 10% of annual salary. Award amounts may vary from one budget year to another based on availability of funding or technician strength.

e. **Effective Dates:** Approved SSP's are processed with an effective date of the first pay period after final approval and receipt of properly executed NGB Form 32 (with justification) in the HRO.

8. QUALITY STEP INCREASES:

a. **Purpose:** A QSI should be used as a recognition of service that significantly exceeds high quality job performance by General Schedule (GS) technicians and supervisors. A QSI is not to be repeated on a purely automatic basis, but should clearly show that the technician's performance is deserving of such recognition.

b. **Eligibility:**

(1) As a minimum, a period of high quality performance for this award is 12 months in the same job and grade level. Periods of extended absence from the technician position (i.e., in excess of 30 days) cannot be counted when determining the period of service to be recognized. Since a QSI has a long term compensation impact, award of a QSI is not appropriate if the technician is about to receive a promotion. No portion of first year of employment (i.e. trial/probationary period) will be used as eligibility for a QSI.

(2) Justification must be specific enough to clearly show, on impartial review, performance that is clearly outstanding. Such performance must also be expected to continue at the same level of effectiveness. A technician may not receive a QSI if a QSI was processed with an effective date anytime during the previous 36 months, or an SSP was processed with an effective date anytime during the previous 24 months.

c. **Procedures and Approval Authority.** The technician's immediate supervisor is responsible for initiating the nomination, using NGB Form 32, and for providing required justification. The immediate supervisor must certify that, based on past experience, it is believed the technician's high quality performance is likely to continue. The NGB 32 will be processed in the same manner as SSP's (paragraph c.). If it is determined a QSI is not justified, based on the documentation submitted or eligibility requirements, an SSP may be awarded in lieu of a QSI.

d. **Effective Dates:** Approved QSI's are processed with an effective date of the first pay period after final approval and receipt of properly executed NGB Form 32 (with justification) in the HRO.

9. **TIME OFF AWARDS:** A Time Off award is defined as an excused absence granted to **technicians** without charge to leave or loss of pay for recognition of a special act/service or other personal effort that contributes to the quality, efficiency, or economy of Government operations. Policy guidance on the Time Off Award program is contained in Appendix E.

10. **LENGTH OF SERVICE RECOGNITION:**

a. **Purpose:** Length-of-service emblems and certificates will be awarded to all National Guard technicians as recognition for long and faithful Federal service with the National Guard and other Federal Government agencies.

b. **Eligibility:** Awards are presented in 5 year increments up to and including 50 years. Creditable service includes all service used in establishing the technician's service computation date (SCD).

c. **Processing Procedures:** The HRO will determine eligibility and prepare certificates for signature of the Adjutant General. The HRO will forward emblems and certificates to the Adjutant General, 162FW Commander, or 161ARW Commander for presentation at an appropriate awards ceremony.

11. **HONORARY AWARDS AND OTHER METHODS OF RECOGNITION:**

a. **The President's Award for Distinguished Federal Civilian Service:** This is the highest award granted under the Federal Incentive Awards Program. This award is granted by the President of the United States and consists of a gold medal and citation. The achievements upon which nomination for this award are based should have current impact on improved Government operations or serving the public interest, and exemplify one or more of the following:

(1) A display of imagination in developing creative solutions to problems of Government.

(2) A display of courage in persevering against great odds and difficulties.

(3) High ability in accomplishing extraordinary scientific or technological achievement in providing outstanding leadership in planning, organizing, or directing a major program of unusual importance and complexity, or in performing an extraordinary act or credit to the Government and the country.

(4) Long and distinguished career service.

b. To be eligible, a technician must have already received the Department of the Army or the Air Force Decoration for Exceptional Civilian Service Award and the Department of Defense Distinguished Civilian Service Award. Nominations must be personally endorsed by the Adjutant General. Details and submission dates will be announced by NGB-HR after receipt of information from the Office of Personnel Management.

12. DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD:

a. The Secretary of Defense annually presents this award to six civilian employees of the Department of Defense whose careers reflect exceptional devotion to duty, and significant contributions of broad scope to the efficiency, economy, or other improvements in the operations of DOD. This award consists of a gold medal and citation personally signed by the Secretary of Defense. Awards are made in two categories: for contributions or achievements primarily in the scientific field; or for contributions or achievements in fields other than scientific.

b. Nominations should be made from among those technicians who have already received the Department of the Army or the Air Force Decoration for Exceptional Civilian Service. Nominations must be personally endorsed by the Adjutant General. Details and submission times will be announced by NGB-HR.

13. DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE:

a. Nominations for this award will cover a minimum period of 1 year of service, except nominations for bravery, and must be submitted within 6 months after completion of the period to be cited. Eligibility will be determined by measuring contributions against the level of achievements defined below:

(1) Accomplished assigned duties of major program significance to the Department of the Army or the Air Force in such a manner as to have been clearly exceptional or outstanding among all who have performed like or similar duties.

(2) Developed and improved major methods and procedures, developed significant inventions, or was responsible for exceptional achievements that affected large-scale savings or were of major significance in advancing the missions of the Department of Army, Air Force, or Defense and the Federal Government.

(3) Exhibited great courage and voluntary risk of life in performing an act resulting in direct benefit to the Government or its personnel.

(4) Provided outstanding leadership to the administration of major Army or Air Force programs in terms of highly successful accomplishments of mission or in major redirection of objectives or accomplishments to meet unique or emergency situations.

b. Retirement, separation, or long periods of service may not be used as a sufficient basis for this award. With the exception of nominations for bravery, nominations will not normally be considered unless the technician has established pattern of excellence as demonstrated by receipt of such prior recognition as the Department of the Army or the Air Force Meritorious Civilian Service Award or other equivalent recognition from another Federal agency. Details regarding nominations for this award may be obtained from NGB-HR.

14. MERITORIOUS CIVILIAN SERVICE AWARD:

a. Nominations for this award will cover a minimum period of 1 year of service, except nominations for bravery, and must be submitted within 6 months after completion of the period to be cited. The Chief, National Guard Bureau, is the approval authority for this award. Eligibility will be determined by measuring contributions against the level of achievements defined below:

(1) Accomplishing supervisory or non-supervisory duties in an outstanding manner, setting a record of achievement and inspiring others to improve quality and quantity of their work.

(2) Exercising unusual initiative in devising new and improved work methods and procedures that resulted in a substantial savings in manpower, time, space, materials, or other items of expense, or in improving safety or health of technicians.

(3) Achieving outstanding results in improving the morale of workers in an organizational unit with consequent improvement in work performance.

(4) Exhibiting unusual courage or competence in an emergency, while performing assigned duties, resulting in direct benefit to the Government or its personnel.

b. Retirement, separation, or long periods of service will not be used as a sufficient basis for this award.

c. Nominations must contain specific examples of the technician's accomplishment and the benefits derived in sufficient detail to be easily understood. Nominations, along with a proposed citation, will be submitted to NGB-HR using an NGB Form 32 (original and four copies).

15. PRESIDENTIAL RECOGNITION PROGRAM: Technician and active military members whose contributions (suggestions, inventions, or special achievements) are beyond job requirements and result in first-year measurable benefits of \$10,000 or higher, or represent exceptional management improvement contributions of equal benefit to the Government in areas that have high Presidential interest and concern, are eligible for personal letters of commendation from the President. Nominations may be made for an individual, small working group, or for a team achievement that has received recognition under this regulation. NGB-HR will prepare nominations for this program.

16. CERTIFICATES OF ACHIEVEMENT: Certificates of achievement will be initiated by the technician's immediate supervisor, concurred by the next level supervisor, and approved by the official designated under part 1 of the TPR 430, National Guard Technician Performance Appraisal System regulation.

17. AWARDS BY NON-FEDERAL ORGANIZATIONS: Nominations for the following awards will be submitted to NGB-HR for review and processing: (a) Arthur S. Fleming Award; (b) William A. Jump Memorial Award; (c) GEICO Public Service Award. Details and submission data will be announced by NGB-HR.

18. OTHER METHODS OF RECOGNITION:

a. Letters of appreciation or commendation may be granted by supervisors for specific instances of above-standard performance or work achievements by an individual technician or a group of technicians that warrant special recognition but does not meet the criteria for a special type award (i.e., an adopted suggestion that did not meet the eligibility requirement for a cash award).

b. Certificate of Retirement is presented when a technician retires from the Federal civil service. The certificate is signed by the Adjutant General.

19. PAYMENT OF AWARDS:

a. All cash awards, whether to technicians or active military members of the National Guard, will be financed from Federal funds locally available within the State. The 162FW Commander, 161ARW Commander (including HQ ANG, HRO ANG, and 107ACS) and the Army Chief of Staff (including HRO ARNG) certify the availability of funds by signing Block IV, NGB Form 32.

b. All monetary awards will be paid at the earliest practicable date after adoption of a suggestion or the approval of any other cash award. The movement of personnel, after recommendation of an award that requires higher echelon approval, does not change the financial responsibility of the recommending organization for payment of the full award.

c. Cash awards are treated as additional income; therefore, taxes will be withheld in accordance with established regulations.

d. Regardless of the reason for separation from employment, an unpaid cash award will be treated as an amount due and will be processed for payment in accordance with established regulations.

20. **RECORDS:** Incentive award records will be maintained in accordance with AR 340-18-6.

21. All previously issued guidance pertaining to the Technician Incentive Awards Program is hereby rescinded.

The proponent of this regulation is the Human Resources Office.
Users are invited to send comments and suggested improvements
to the Office of the Adjutant General, 5636 E. McDowell Road,
Phoenix, AZ 85008-3495, ATTN: AZAA-HRS-ER.

BY ORDER OF THE GOVERNOR

GLEN VAN DYKE, Major General, AZ ANG
The Adjutant General

COL, (Ret) John A. McMurdie
Resource Manager

APPENDIX A DETERMINING AWARD AMOUNTS FOR SUGGESTIONS AND SPECIAL ACTS

28 February 1983

TPR 451

Estimated First-Year Benefits to the Government				Amount of Award					
Up to \$10,000.....				10 percent of benefits					
\$10,001 - \$100,000.....				\$1,000 for the first \$10,000, plus 3% of benefits over \$10,000					
\$100,001 or more.....				\$3,700 for the first \$100,000, plus .5% of benefits over \$100,000					
Quick Guide for Calculating Awards Based on Tangible Benefits									
Benefits	Award	Benefits	Award	Benefits	Award	Benefits	Award	Benefits	Award
Up to 10,000	10%	50,000	2,200	90,000	3,400	170,000	4,050	1,800,000	12,200
11,000	1,030	51,000	2,230	91,000	3,430	175,000	4,075	1,900,000	12,700
12,000	1,060	52,000	2,260	92,000	3,460	180,000	4,100	2,000,000	13,200
13,000	1,090	53,000	2,290	93,000	3,490	185,000	4,125	2,100,000	13,700
14,000	1,120	54,000	2,320	94,000	3,520	190,000	4,150	2,200,000	14,200
15,000	1,150	55,000	2,350	95,000	3,550	195,000	4,175	2,300,000	14,700
16,000	1,180	56,000	2,380	96,000	3,580	200,000	4,200	2,400,000	15,200
17,000	1,210	57,000	2,410	97,000	3,610	225,000	4,325	2,500,000	15,700
18,000	1,240	58,000	2,440	98,000	3,640	250,000	4,450	2,600,000	16,200
19,000	1,270	59,000	2,470	99,000	3,670	275,000	4,575	2,700,000	16,700
20,000	1,300	60,000	2,500	100,000	3,700	300,000	4,700	2,800,000	17,200
21,000	1,330	61,000	2,530	101,000	3,705	325,000	4,825	2,900,000	17,700
22,000	1,360	62,000	2,560	102,000	3,710	350,000	4,950	3,000,000	18,200
23,000	1,390	63,000	2,590	103,000	3,715	375,000	5,075	3,100,000	18,700
24,000	1,420	64,000	2,620	104,000	3,720	400,000	5,200	3,200,000	19,200
25,000	1,450	65,000	2,650	105,000	3,725	425,000	5,325	3,300,000	19,700
26,000	1,480	66,000	2,680	106,000	3,730	450,000	5,450	3,400,000	20,200
27,000	1,510	67,000	2,710	107,000	3,735	475,000	5,575	3,500,000	20,700
28,000	1,540	68,000	2,740	108,000	3,740	500,000	5,700	3,600,000	21,200
29,000	1,570	69,000	2,770	109,000	3,745	550,000	5,950	3,700,000	21,700
30,000	1,600	70,000	2,800	110,000	3,750	600,000	6,200	3,800,000	22,200
31,000	1,630	71,000	2,830	111,000	3,755	650,000	6,450	3,900,000	22,700
32,000	1,660	72,000	2,860	112,000	3,760	700,000	6,700	4,000,000	23,200
33,000	1,690	73,000	2,890	113,000	3,765	750,000	6,950	4,100,000	23,700
34,000	1,720	74,000	2,920	114,000	3,770	800,000	7,200	4,200,000	24,200
35,000	1,750	75,000	2,950	115,000	3,775	850,000	7,450	4,300,000	24,700
36,000	1,780	76,000	2,980	116,000	3,780	900,000	7,700	4,360,000	25,000**
37,000	1,810	77,000	3,010	117,000	3,785	950,000	7,950	*Awards of over \$10,000 require the approval of the Office of Personnel Mgmt.	
38,000	1,840	78,000	3,040	118,000	3,790	1,000,000	8,200		
39,000	1,870	79,000	3,070	119,000	3,795	1,050,000	8,450		
40,000	1,900	80,000	3,100	120,000	3,800	1,100,000	8,700		
41,000	1,930	81,000	3,130	125,000	3,825	1,150,000	8,950	** Maximum award author- ized by the Office of Personnel Management. A Presidential Award of up to \$10,000 may be paid in addition to the \$25,000.	
42,000	1,960	82,000	3,160	130,000	3,850	1,200,000	9,200		
43,000	1,990	83,000	3,190	135,000	3,875	1,250,000	9,450		
44,000	2,020	84,000	3,220	140,000	3,900	1,300,000	9,700		
45,000	2,050	85,000	3,250	145,000	3,925	1,350,000	9,950		
46,000	2,080	86,000	3,280	150,000	3,950	1,400,000	10,200*		
47,000	2,110	87,000	3,310	155,000	3,975	1,500,000	10,700		
48,000	2,140	88,000	3,340	160,000	4,000	1,600,000	11,200		
49,000	2,170	89,000	3,370	165,000	4,025	1,700,000	11,700		

APPENDIX B

DETERMINING AWARD AMOUNTS FOR SUGGESTIONS AND SPECIAL ACTS

28 February 1983

TPR 451

Scale of Awards Based on Intangible Benefits				
Value of Benefits	Extent of Application			
	Limited	Extended	Broad	General
	<p>Affects functions, mission, or personnel of one office, facility, installation, or an organizational element of a headquarters.</p> <p>Affects a small area of science or technology.</p>	<p>Affects functions, mission, or personnel of several offices, facilities, or installations.</p> <p>Affects an important area of science or technology.</p>	<p>Affects functions, mission, or personnel of an entire regional area of command. May be applicable to all of an independent agency or a large bureau.</p> <p>Affects a broad area of science or technology.</p>	<p>Affects functions, mission, or personnel of several regional areas or commands, or an entire department or large independent agency, or is in the public interest throughout the Nation or beyond.</p>
<p>MODERATE VALUE ~</p> <p>Change or modification of an operating principle or procedure which has moderate value sufficient to meet the minimum standard for a cash award: an improvement of rather limited value of a product, activity, program, or service to the public.</p>	\$25 - \$100	\$100 - \$250	\$250 - \$500	\$500 - \$1,000
<p>SUBSTANTIAL VALUE~</p> <p>Substantial change or modification of an operating principle or procedure: an important improvement to the value of a product, activity, program, or service to the public.</p>	\$100 - \$250	\$250 - \$500	\$500 - \$1,000	\$1,000 - \$2,500
<p>HIGH VALUE~</p> <p>Complete revision of a basic principle or procedure: a highly significant improvement to the value of a product, major activity, or program, or service to the public.</p>	\$250 - \$500	\$500 - \$1,000	\$1,000 - \$2,500	\$2,500 - \$5,000
<p>EXCEPTIONAL VALUE~</p> <p>Initiation of a new principle or major procedure: a superior improvement to the quality of a critical product, activity, program, or service to the public.</p>	\$500 - \$1,000	\$1,000 - \$2,500	\$2,500 - \$5,000	\$5,000 - \$10,000

APPENDIX C

RECOMMENDATION FOR INCENTIVE AWARD OR QUALITY SALARY INCREASE						DATE
I. (TO BE COMPLETED BY OPERATING OFFICE)						
1. TYPE OF RECOGNITION RECOMMENDED						
2. BASIS FOR RECOMMENDATION (See reverse under 'Evidence of Superior or Outstanding Achievement')						
<input type="checkbox"/> SUPERIOR PERFORMANCE	PERIOD	<input type="checkbox"/> SPECIAL ACT OR SERVICE	DATE OF ACT OR DATE CONTRIBUTION PUT INTO USE			
3. LAST NAME - FIRST NAME - MIDDLE INITIAL (Mr., Mrs., Ms.)			4. PRESENT POSITION TITLE, GRADE, STEP AND SALARY			
5. COMMAND, INSTALLATION AND LOCATION			6. ORGANIZATION			
7. POSITION TITLE, GRADE AND SALARY DURING PERIOD OF RECOMMENDATION (If other than item 4)			8. HOME ADDRESS (Include zip code)			
9. SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR (Telephone Ext.)			10. SIGNATURE AND TITLE OF APPROVING OPERATING OFFICIAL			
II. (TO BE COMPLETED BY TECHNICIAN PERSONNEL OFFICE)						
TYPE AND DATE OF INCENTIVE AWARD(S) OR DATE OF QUALITY INCREASE(S) PREVIOUSLY GRANTED (except length of service)						
III. (TO BE COMPLETED BY LOCAL AWARDS COMMITTEE)						
11. RECOMMENDED APPROVAL OF FOLLOWING AWARD(S)	<input type="checkbox"/> CASH	TOTAL AMOUNT	INITIAL	ADDITIONAL		
OTHER						
<input type="checkbox"/> INTANGIBLE BENEFITS		<input type="checkbox"/> TANGIBLE SAVINGS		ESTIMATED FIRST YEAR SAVINGS		
12. <input type="checkbox"/> DISAPPROVED*	SIGNATURE AND TITLE					DATE
IV. (TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY)						
APPROVING AUTHORITY	ACTION		ADDITIONAL CASH AWARD		SIGNATURE AND TITLE	DATE
	APPR	DISAP*	APPROVED	RECOMMENDED		
LOCAL COMMANDER						
STATE AWARDS COMMITTEE						
ADJUTANT GENERAL						
NGB INCENTIVE AWARDS BOARD						
(NOTICE TO EMPLOYEES)						
UPON ACCEPTANCE OF CASH AWARDS, THE USE OF THIS CONTRIBUTION BY THE UNITED STATES SHALL NOT FORM THE BASIS OF A FURTHER CLAIM OF ANY NATURE UPON THE UNITED STATES BY YOU, YOUR HEIRS OR ASSIGNS.						
*Attach Explanation						

APPENDIX D

AZAA-HRE

1 November 1997

MEMORANDUM FOR ALL MANAGERS & SUPERVISORS OF TECHNICIAN EMPLOYEES

SUBJECT: On-the-Spot Cash Award for Technicians

1. On-the-Spot Cash Award is defined as a special act or service granted in recognition of a technician's performance of duty. The performance may or may not be within the technician's normal job requirements.
2. The On-the-Spot Award Program is a part of the overall Incentive Awards Program and allows for PROMPT recognition of the act or service. Awards are used to recognize one-time special efforts by employees, such as: producing exceptionally high quality work under tight deadlines; performing added or emergency assignments in addition to regular duties; demonstrating exceptional courtesy or responsiveness in dealing with customers or colleagues; or exercising extraordinary initiative or creativity in addressing a critical need or difficult problem. As always, Managers and Supervisors should use discretion to maintain the effectiveness of the award program.
3. All permanent and indefinite technicians with full or part-time schedules are eligible for this type award. Managers, supervisors and active military members are excluded from this award program. On-the-Spot awards may range for \$25-\$250 (before taxes) and may be used in addition to Quality Step Increase (QSI), Sustained Superior Performance (SSP) and Special Act Awards.
4. A supervisor (technician or military) having direct knowledge of the act or service to be recognized may nominate an employee for this award by submitting an NGB Form 32, Recommendation for Incentive Award or Qualify Salary Increase, along with a brief narrative describing the contribution. See attached processing procedures for specific guidance. The completed NGB Form 32 with narrative attached must be submitted to the HRO within 5 (five) workdays of the contribution to be recognized. Therefore, we recommend the paperwork be handcarried through the signature process.
5. After we receive the completed paperwork, we will process an SF-50 to pay the recommended award within 1-2 pay periods. We will also process an SF-50, a copy of the brief narrative and the award certificate to the supervisor for immediate presentation to the employee.

FOR THE ADJUTANT GENERAL:

MICHAEL R. SMITH, COL, AZ ANG
Human Resource Officer

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1. TP On-the-Spot Processing Procedures
2. NGB Form 32
3. NGB Form 50 (Sample Award Certificate)
4. Sample Narrative

APPENDIX E

AZAA-HRS-ER (SFC Fiore)

1 October 1997

MEMORANDUM FOR All Managers and Supervisors of Technicians

SUBJECT: Time Off Award for Technicians

1. A Time Off Award is defined as an excused absence granted to technicians without charge to leave or loss of pay for recognition of a special act/service or other personal effort that contributes to the quality, efficiency, or economy of Government operations. The special act/service may or may not be within the technician's normal job requirements.
2. All permanent and indefinite technicians with full or part-time schedules are eligible for the award. In determining the total hours that a part-time technician or those with uncommon tours of duty may be granted, use the average number of hours of work in the technician's biweekly scheduled tour of duty over a period of one year. For a single award involving a part-time technician or technician with an uncommon tour, an award of one half the maximum number of hours could be granted during the leave year.
3. Time Off Awards can be used alone or in combination with other awards, but are not intended to replace other awards. Technicians may be granted up to 40 hours off for a single contribution, but not more than 80 hours during any one leave year. Time Off Awards must be scheduled and used within one year after effective date of award. Any unused amount remaining after that time must be forfeited and may not be restored. Under no circumstances do Time Off Awards convert to cash.
4. Documentation required includes a brief narrative and an SF-53 (Request for Personnel Action) designating the total number of hours to be awarded. The SF-52 and narrative must be submitted to the HRO for processing of an SF-50 (Notification of Personnel Action). A copy of the SF-50 will become a permanent record in the technician's Official Personnel File. Supporting documentation will be filed in the technician's Employee Performance File.
5. Civilian payroll offices will receive copies of the SF-50's to grant technician's time off and will maintain records, by technician, recording the granting, usage, balance and aging of each occurrence of award. Usage of time off must be scheduled in advance with the technician's supervisor and will be annotated on the technician's time and attendance card as administrative leave. Supervisors will not grant the use of time off prior to the effective date shown on the SF-50.
6. Authority for approval of awards of 8 hours or less is delegated to the first line supervisor. Awards in excess of 8 hours must be approved by the ARNG Chief of Staff; ANG Executive Staff Officer (ESSO); Commander, 161 ARW; Commander, 162nd FW; Vice Commander, 162nd FW; or Human Resources Officer, as appropriate.
7. Time Off Awards can serve as a method for recognizing excellence and creativity among Federal employees, with a minimum of "red tape". Although Time Off Awards do not involve an additional cash disbursement, they do have a value to the agency in production time lost. Supervisors and managers should consider the benefits realized from a technician's contribution. The scale in Attachment 1 should assist you in this determination. The following are examples that could merit an award, but are not intended to limit your discretion:

- Making a high-quality contribution involving a difficult or important project or assignment;
- Displaying special initiative and skill in completing an assignment or project before deadline;
- Using initiative and creativity by suggesting or making improvements in a product, activity, program, or service; or
- Sustaining high level performance for an extended period as reflected in a rating of record.

FOR THE ADJUTANT GENERAL:

MICHAEL R. SMITH
Col, AZ ANG
Human Resources Officer

TIME-OFF AWARD SCALE FOR A SINGLE CONTRIBUTION

<u>Value to Organization</u>	<u>Number of Hours</u>
Moderate:	1 to 10
(1) A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition.	
(2) Beneficial change or modification of operating principles or procedures.	
Substantial:	11 to 20
(1) An important contribution to the value of a product, activity, program, or service to the public.	
(2) Significant change or modification of operating principles or procedures.	
High:	21 to 30
(1) A highly significant contribution to the value of a product, activity, program, or service to the public.	
(2) Complete revision of operating principles or procedures, with considerable impact.	
Exceptional:	31 to 40
(1) A superior contribution to the quality of a critical product, activity, program, or service to the public.	
(2) Initiation of a new principle or major procedure, with significant impact.	

ATTACHMENT 1

TECHNICIAN PERSONNEL ON-THE-SPOT AWARDS PROCESSING PROCEDURES

1. PURPOSE:

The purpose of this program is to establish an incentive award designed to provide immediate feedback and a special "thanks" to employees who make an extra effort to perform their duties in an exemplary manner. The On-the-Spot Award is designed to feature speedy recognition to deserving technicians. The Arizona National Guard is in full support of Total Quality Management (TQM) and this regulation incorporates some of the principles of TQM. For example, it empowers activity managers to approve these awards without further review by the HRO, Incentive Awards Committee or the Adjutant General. Additionally, a primary purpose of this type of award is to foster exemplary service to customers and employee involvement in the improvement of the organization's process.

2. AMOUNT OF ON-THE-SPOT AWARDS: On-the-Spot awards may range from \$25.00 to \$250.00 (gross). Employee awards are subject to current withholding status to arrive at the net amount. The amount of the award will be added to each recipient's yearly wages.

3. ELIGIBILITY: All permanent and indefinite Arizona National Guard technicians (both Excepted and Competitive) are eligible. Managers, supervisors and active military members are excluded.

4. CRITERIA: On-the-Spot awards are designed to immediately reward technicians who have performed their duties in an exemplary manner. Examples include situations where employees perform added or emergency assignments in addition to their regular duties; demonstrate exceptional courtesy or responsiveness in dealing with customers or colleagues; or exercise extraordinary initiative or creativity in addressing a critical need or difficult problem. In other words, these awards are appropriate for employees who "go the extra mile" or who perform "above and beyond the call of duty". Use of the On-the Spot awards are particularly appropriate for rewarding technician efforts that might go unrecognized.

5. NOMINATION & APPROVAL PROCEDURES: Employees are recommended for the award by their immediate supervisor or higher level management official. The supervisor will recommend an appropriate dollar (\$) amount. Supervisors may consider nominations made to them by officials from other departments, non-supervisory technicians and clients or customers. The award is approved by the respective Program Manager, or designated representative. (Designated representatives must be identified in writing to the HRO.) Program Managers may accept the award amount, change or disapprove it. Nomination for the award will be made on an NGB Form 32 (see Attachment 2). A brief narrative on the reverse describing the contribution will be all the justification that is required. Nominations for awards must be submitted to the HRO 5 workdays after the occurrence of the achievement being recognized. See directions below (for NGB Form 32):

- a. Item #1 - must read "On-the-Spot Award" and indicate the dollar amount.
- b. Item #9 - signed by the immediate supervisor
- c. Item #10 - signed by the next level supervisor
- d. Part IV (Local Commander) - signed by the respective Program Manager: ARNG Chief of Staff; ANG Executive Staff Officer (ESSO); 161 ARG Commander; 107th ACS Commander; 111th ATCF Commander, 162nd FW Commander; or Human Resources Officer.

6. DISTRIBUTION OF AWARD: Technicians will receive the award amount in their regular paycheck.

7. DOCUMENTATION: After approval, the NGB Form 32 must be sent to the HRO with all required data provided for processing. The HRO will produce a Standard Form 50 (Notification of Personnel Action (SF-50)) reflecting the On-the-Spot Award. A copy of the SF-50 will be filed in the technician's Official Personnel File to document the action. A second copy will be sent to the appropriate Pay Office and a third copy will be forwarded to the technician's supervisor for documentation of the NGB 904-1, Section 10 in their Supervisory Employee Work Folder before presentation to the employee. The HRO/PSM will provide On-the-Spot Cash Award reports for the previous year to each Program Manager quarterly.

8. PRESENTATION OF AWARDS: Program Managers will develop local procedures to present the award to the technician. Some type of office or activity ceremony is recommended. Prime consideration should be to get the award to the employee as quickly as possible. The technician will be presented with the SF-50, a copy of the brief narrative and the award certificate.

9. LIMITATIONS: A technician may receive no more than two (2) On-the-Spot Awards in one (1) calendar year. On-the-Spot Awards should not be used when monetary awards of greater value are merited. However, On-the-Spot Awards are not intended to replace existing incentive and performance awards, and employees who receive On-the-

Spot Awards may be considered for other types of awards. On-the-Spot Awards are not to be used as a reward for the annual appraisal period.

10. FUNDING: In most instances, On-the-Spot Awards will be paid from funds appropriated for each activity's technician payroll. Financial constraints may make it necessary to limit or curtail these awards.

11. RESPONSIBILITIES:

a. Program Managers. Responsible for insuring that supervisors and employees comply with regulations and provisions under the On-the-Spot Cash Awards Program.

b. HRO Incentive Awards Program Manager. Provide guidance about program implementation and policy; ensure proper documentation of award in Employee Performance File (EPF) and Official Personnel File (OPF); ensure proper entry into the Defense Civilian Personnel Data System and the Defense Finance and Accounting Service.

c. Payroll Office. Responsible for updating the employee's pay record and making the appropriate withholdings.

ATTACHMENT 2

RECOMMENDATION FOR INCENTIVE AWARD OR QUALITY SALARY INCREASE						DATE
I. (TO BE COMPLETED BY OPERATING OFFICE)						
1. TYPE OF RECOGNITION RECOMMENDED						
2. BASIS FOR RECOMMENDATION <i>(See reverse under 'Evidence of Superior or Outstanding Achievement')</i>						
<input type="checkbox"/> SUPERIOR PERFORMANCE	PERIOD			<input type="checkbox"/> SPECIAL ACT OR SERVICE	DATE OF ACT OR DATE CONTRIBUTION PUT INTO USE	
3. LAST NAME - FIRST NAME - MIDDLE INITIAL <i>(Mr., Mrs., Ms.)</i>				4. PRESENT POSITION TITLE, GRADE, STEP AND SALARY		
5. COMMAND, INSTALLATION AND LOCATION				6. ORGANIZATION		
7. POSITION TITLE, GRADE AND SALARY DURING PERIOD OF RECOMMENDATION <i>(If other than item 4)</i>				8. HOME ADDRESS <i>(Include zip code)</i>		
9. SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR <i>(Telephone Ext.)</i>				10. SIGNATURE AND TITLE OF APPROVING OPERATING OFFICIAL		
II. (TO BE COMPLETED BY TECHNICIAN PERSONNEL OFFICE)						
TYPE AND DATE OF INCENTIVE AWARD(S) OR DATE OF QUALITY INCREASE(S) PREVIOUSLY GRANTED (except length of service)						
III. (TO BE COMPLETED BY LOCAL AWARDS COMMITTEE)						
11. RECOMMENDED APPROVAL OF FOLLOWING AWARD(S)	<input type="checkbox"/> CASH	TOTAL AMOUNT	INITIAL	ADDITIONAL		
OTHER						
<input type="checkbox"/> INTANGIBLE BENEFITS		<input type="checkbox"/> TANGIBLE SAVINGS		ESTIMATED FIRST YEAR SAVINGS		
12. <input type="checkbox"/> DISAPPROVED*	SIGNATURE AND TITLE					DATE
IV. (TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY)						
APPROVING AUTHORITY	ACTION		ADDITIONAL CASH AWARD		SIGNATURE AND TITLE	DATE
	APPR	DISAP*	APPROVED	RECOMMENDED		
LOCAL COMMANDER						
STATE AWARDS COMMITTEE						
ADJUTANT GENERAL						
NGB INCENTIVE AWARDS BOARD						
(NOTICE TO EMPLOYEES)						
UPON ACCEPTANCE OF CASH AWARDS, THE USE OF THIS CONTRIBUTION BY THE UNITED STATES SHALL NOT FORM THE BASIS OF A FURTHER CLAIM OF ANY NATURE UPON THE UNITED STATES BY YOU, YOUR HEIRS OR ASSIGNS.						
*Attach Explanation						

ATTACHMENT 3

S A M P L E



Departments of the Army and the Air Force

AWARD CERTIFICATE

an award of \$_____
is granted to

for

ON-THE-SPOT AWARD

CONGRATULATIONS!

YOU ARE BEING RECOGNIZED FOR PERFORMANCE WARRANTING
SPECIAL ATTENTION. THANK YOU FOR YOUR EXCEPTIONAL EFFORT. KEEP
UP THE GOOD WORK!

FOR THE ADJUTANT GENERAL:

Michael R. Smith, Col, AZ ANG

NGB FORM 32
1 MAY 70

ATTACHMENT 4

SAMPLE ON-THE-SPOT NARRATIVE

Mr. _____ is an aircraft mechanic at the Army Aviation Facility. The outstanding rating received by this facility on the CLRT-X Inspection of _____ was due in part to his efforts. Mr. _____ performed many additional duties outside his job description and worked long and arduous hours. He established a workorder system where none had existed and a procedure to control logbooks and all the entries required. Mr. _____ rose to the challenge and is worthy of this On-the-Spot Award recognition.